



State of California Savings Plus Program (SPP)

EDUCATIONAL WORKSHOP

ENROLLMENT BOOKLET

All information contained in this booklet was current as of the print date. The Plan reserves the right to amend any of the procedures or plan provisions as outlined in this booklet or in the Plan Document.

Such changes may be enacted without prior announcement or the express consent or agreement of plan participants.

The Plan Document will govern if any contradiction arises between the terms of the Plan Document and this booklet.

This booklet contains information and an enrollment agreement for **State Employees** who wish to contribute to a Savings Plus account. All forms and publications referenced in this booklet are available online at www.sppforu.com under the "Forms & Publication" tab or by calling (866) 566-4777.

What is Savings Plus

Savings Plus is a voluntary retirement program that allows you to enhance your retirement benefit through tax-deferred payroll deductions. Savings Plus offers a 401(k) Thrift Plan and a 457 Deferred Compensation Plan.

Who Can Join

To join, you must be an employee of the State of California with eligibility for the California Public Employees Retirement System (CalPERS), the Legislators' Retirement System (LRS), or the Judges Retirement System (JRS).

Part-time, seasonal, and temporary employees aren't eligible to participate.

Rehired Annuitants must enroll using the *Enrollment Booklet for Rehired Annuitants*.

Employees preparing to retire should enroll using the *Lump Sum Separation Pay Booklet*.

Why You Should Join

Savings Plus is a way to enhance your retirement benefits. Your pension income, and Social Security benefits may not be enough to maintain your standard of living or the lifestyle you desire in retirement.

Savings Plus offers the convenience of automatic payroll deductions, and a variety of investment options, to help you achieve your retirement income needs so you can sit back and enjoy retirement.

How to Join

First: Decide which plan is right for you - 401(k) or 457

It isn't necessary to enroll in both plans unless you plan to contribute the annual limit to at least one. Each plan has certain advantages and limitations but both offer the same investment choices. You may not transfer money between the 401(k) Plan and the 457 Plan. It's important to choose the plan that's right for you.

Before selecting which plan is suitable for you, please consider the following benefit details:

- **Rollovers**

If you have funds invested in a prior employer's retirement plan, you can roll those funds into a corresponding Savings Plus account. 401(k) or 403(b) Plans may transfer to a 401(k) account, and 457 Plans to a 457 Plan account.

- **Catch-Up**

The 457 Plan is the only Plan that offers a provision to make-up contributions for prior years in which you were eligible to participate and didn't or didn't contribute the maximum. If you can afford to contribute more than the maximum to both the 457 and 401(k) Plans combined, the *457 Traditional Catch-Up* feature may be ideal.

- **Early Withdrawal Penalties**

Employees who separate before age 55 and withdraw from their 401(k) account are subject to an additional 10% federal tax penalty for early withdrawals. There's no early withdrawal penalty for the 457 Plan.

- **Hardship Withdrawals**

Purchase of your primary home and college tuition expenses qualify as immediate and significant hardships for which you may obtain an early withdrawal from your 401(k) plan (subject to early withdrawal penalties listed above). These items don't qualify under the 457 Plan Unforeseeable Emergency Withdrawal provision.

Second: Decide how much to defer per pay period

Once you determine your initial contribution amount, you can change or stop the contribution at any time either online or by phone. The minimum contribution amount is \$50 per month. The Retirement Savings Calculator on our web site under the "Planning Tools" tab will help you determine exactly how much you should defer each month to help you reach your retirement income goals.

Third: Complete the attached Enrollment Agreement

Read the information and instructions on page 4, complete the attached enrollment agreement, and turn it in at this workshop or mail it to the address listed. Savings Plus will invest your initial deferral in the Asset Allocation Index Fund-Moderate until you initiate a change.

Use the "Ibbotson Asset Allocation" tool located on our web site under the "Planning Tools" tab and in the *Investment Guide* to determine your investor profile and obtain information about the investment options available.

401(k) Plan and 457 Plan Contribution Limits

Tax Year(s)	401(k)/403(b) Annual Limit	457 Annual Limit	401(k)/403(b) Age-Based Limit	457 Age-Based Limit	Total
2011	\$16,500	\$16,500	\$5,500	\$5,500	\$33,000 (under age 50) \$44,000 (age 50 or older)
2012-2013	The dollar amount is revised annually and may increase depending on inflation. See the Web site for more information.				

Savings Plus Program

EDUCATIONAL WORKSHOP

Enrollment Agreement

Please read the information and instructions on the reverse side before completing this form. DO NOT SUBMIT THIS FORM if you already have a 401(k) or 457 Plan with Savings Plus. Sign-up online or call (866) 566-4777.

SECTION I-Participant Information

Last Name, First Name, MI	Social Security Number (SSN)
Mailing Address	Date of Birth (mm/dd/yyyy)
City, State, ZIP Code	Daytime Telephone Number ()
Email Address	Mobile Telephone Number ()

Privacy Statement: The Information Practices Act of 1977 (Civil Code Section 1798.17) and the federal Privacy Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals. Information requested on this form is used by the Savings Plus Program for purposes of identification and account processing. You must furnish all the information requested on this form. Failure to provide the information may result in the action requested not being processed.

SECTION II-Enrollment Information

Before completing this section, please refer to the chart on the previous page.

A. I elect to enroll in the following plan(s):

- ☐ **401(k) Thrift Plan** Amount \$ _____ per month
Unless otherwise indicated, the minimum deferral of \$50.00 per month will begin when your agreement is processed.
- ☐ **457 Deferred Compensation Plan** Amount \$ _____ per month
Unless otherwise indicated, the minimum deferral of \$50.00 per month will begin when your agreement is processed.

You may enroll in either or both plans. If you enroll in both plans, the deferral amount indicated or the minimum deferral of \$50.00 per month, will be deducted for each plan from your pay warrant. A \$1.50 monthly administrative fee will apply to each plan.

B. Pay frequency (check one box only):

☐ Monthly

☐ Semi-Monthly

C. Payroll warrant/check issued by (check one box only):

☐ State Controller's Office

☐ District Agricultural Assoc. (Fairs)

☐ Assembly Rules Committee

☐ CDFR/Marketing Council

☐ Senate Rules Committee

☐ Joint Legislative Budget Committee/
Legislative Analyst Office

☐ California Exposition (CalExpo)

Note: Checking the incorrect payroll office may delay the processing of this agreement.

SECTION III-Participant Certification

I understand that my initial contributions(s) will post to the Asset Allocation Index Fund-Moderate, as described on page four unless I initiate a change. I understand that it's my responsibility to obtain and read a copy of the fact sheet/prospectus that contains the fund's investment objectives, risks, charges, and expenses. I'm aware that information regarding Savings Plus and a copy of the fact sheets/prospectus is available at www.sppforu.com. It's advisable that I read the fact sheets/prospectus carefully before investing. I hereby authorize my payroll office to deduct and transmit any deferral amount(s) I select for the plan(s) indicated above.

I agree to use Savings Plus electronic systems to initiate account transactions. These electronic systems will require me to furnish information that confirms my identity as the sole person who is authorized to access my account. I understand that if I have a Part-time, Seasonal, and Temporary Employees Retirement Program (PST Account), 100% of the account balance may be transferred into a Savings Plus 457 Plan account for my future retirement savings. I hereby certify under penalty of perjury that the information on this form is true and accurate to the best of my knowledge.

Signature

Date

Information

The completion of this Enrollment Agreement initiates the process for enrolling in a 401(k) Thrift Plan or a 457 Deferred Compensation Plan (or both) with Savings Plus. Submitting this agreement authorizes Savings Plus to establish: (1) your account; (2) your payroll deduction (s); and (3) your initial investment allocation(s). Your deferral amount(s) become effective in the pay period after your request is processed.

In approximately seven business days, you'll receive a confirmation. If you don't receive a confirmation or you have questions regarding the validity of the confirmation, contact Savings Plus immediately. Additionally, you'll receive an information kit which includes the *Investment Guide*, information on how to designate a beneficiary,

instructions on how to change your future investment selection and detailed information about investment funds available to you.

To change your deferral amount(s) or investment allocation(s) in the future, you can use the Web site at www.sppforu.com, the Voice Response System (VRS), or speak to a customer service representative at (866) 566-4777 press *0.

Initial Allocation Investment Fund: Please read carefully.

Your deferrals will be invested in the **Asset Allocation Index Fund-Moderate** and will remain there unless you change your allocation(s) for future deferrals and exchange your funds to other investments offered through Savings Plus.

Asset Allocation Index Fund-Moderate

Investment: The fund invests in a range of assets classes that provides you with a diversified strategy that seeks a combination of current income and appreciation, with a greater emphasis on appreciation.

Information: To obtain additional information use our Web site at www.sppforu.com or speak with a customer service representative at (866) 566-4777.

Past performance is no guarantee of future results.

Instructions

SECTION I-Participant Information

Complete the information requested.

SECTION II-Enrollment Agreement

- A. Check if you wish to contribute in the 401(k) Plan or the 457 Plan or both.
- B. Check if you are paid monthly or semi-monthly. Check one box only.
- C. Check which payroll office issues your payroll warrant/check. Check one box only.

SECTION III-Participant Certification

Read carefully, sign, and date the form.

Turn in the form at your workshop or mail the original form to:

Nationwide Retirement Solutions
P.O. Box 182797
Columbus, OH 43218-2797

Contact Information

Voice Response System: (866) 566-4777, 24 hours a day, 7 days a week

Customer Service: (866) 566-4777, 8:30 a.m.-4:00 p.m. (PT), Monday-Friday
To speak with a customer service representative, press *0.

Office hours: 8:00 a.m.-4:30 p.m. (PT), Monday-Friday

TTY: (800) 848-0833

Fax: (877) 677-4329

Web site: www.sppforu.com